



**UNITED STATES DISTRICT COURT
DISTRICT OF SOUTH DAKOTA**

VACANCY ANNOUNCEMENT 07-06

POSITION TITLE: Human Resources Coordinator

TYPE OF POSITION: Regular, Full-time (40 hours per week)

LOCATION: Sioux Falls, South Dakota

SALARY RANGE: CL 25/1 - 25/61 (\$34,972 - \$56,870)

STARTING SALARY RANGE: \$34,972 - \$43,731 (*depending on qualifications and experience*)

OPENING DATE: Friday, August 24, 2007

CLOSING DATE: Wednesday, September 12, 2007

Position Overview:

The United States District Court for the District of South Dakota is seeking a full-time Human Resources Coordinator. This position will serve Judicial, Probation and Pretrial Services, and District Court staff. The incumbent provides support for the human resources program.

Representative Duties:

Incumbent will assist the Human Resources Specialist in the following areas:

- Provides immediate customer service to staff and public regarding basic human resources issues and information.
- Processes a variety of personnel and payroll actions such as appointments, promotions, reclassifications, separations, benefit changes, etc.
- Utilizes PeopleSoft (HRMIS) for access to personnel and payroll information, enter actions into Remote Data Entry, and run predefined queries.
- Assists in administering employee benefits programs. Provides information and assistance to employees in benefits areas - health insurance, life insurance, leave, open season, etc.
- Provides guidance to new and current employees on appropriate procedures for filling out personnel-related forms.
- Administers federal leave program for court units including leave record preparation, data entry, and report generation. Acts as official court timekeeper for audit purposes and resolves any discrepancies. Answers questions regarding the leave program.
- Track employees' due dates for promotions, performance evaluations, and step increases.
- Provides verification of employment information upon request.

- Assists the Human Resources Specialist with recruitment including drafting vacancy announcements and advertisements, screening applicants, scheduling interviews, and preparing appropriate correspondence.
- Updates existing and drafts new position descriptions.
- Assists in communicating human resources policies and procedures.
- Responsible for creating, distributing, and tracking all employee identification cards and badges.
- Maintains statistics for Equal Employment Opportunity reports.
- Responsible for maintaining current organizational charts for the District.
- On occasion, incumbent will be required to travel to the other offices to perform human resource-related tasks.
- In the absence of the Human Resources Specialist, incumbent will act as a contact person for management, staff, and the Administrative Office concerning all human resource-related issues.
- Ensures strict confidentiality and security with respect to all Human Resource matters and records.
- Responsible for tracking and notifying Court Unit Executives regarding employee service anniversaries.
- Performs a variety of other duties as assigned.

Qualifications:

A candidate must possess excellent communication, organizational and computer skills, and have the ability to work independently and learn regulations and procedures.

Required: A high school diploma or equivalent with a minimum of two years specialized experience, including at least one year equivalent to work at a CL-24 level. For placement at a salary level above the minimum, at least two year equivalent to work at the CL-24 level is required. A college degree in a related field is preferred.

Benefits:

Employees of the United States Courts are not classified under Civil Service but are entitled to similar benefits. These benefits include:

- Ten paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years, and 26 days after fifteen years.
- Paid sick leave in the amount of 13 days per year (unlimited accumulation).
- Optional participation in the Federal Employees Health, Dental, and Vision Benefit program.
- Optional participation in the Federal Employees Group Life Insurance program.

- Mandatory participation in the Federal Employees Retirement System and the Social Security retirement program.
- Optional participation in the Thrift Savings Plan (similar to a 401K plan with government matching, when eligible).
- Eligible for private long-term disability plan options.
- Eligible to enroll in a private long-term care insurance program.
- Eligible to participate in a flexible benefit program.

Additional Information:

- This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay.
- Employees are required to adhere to a Code of Conduct for Judicial Employees which is available to applicants to review upon request.
- Travel and relocation expenses will not be paid.
- Applicants must be U.S. Citizens or eligible to work in the United States.

Application Procedures:

Qualified applicants should submit a cover letter, application form AO78 (available on our website at <http://www.sdd.uscourts.gov/employment.html>), and writing assignment to

Nicole_Stadlman@sdd.uscourts.gov

All documents should be in Word, WordPerfect or PDF.

Incomplete submissions will not be accepted

For questions, please call (605)977-8953.

For the writing assignment, each applicant should define what the field of Human Resources means to them and supply specific scenarios (a minimum of two and no more than four) to support their definition.

United States District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation/Pretrial Services Officer and Clerk may elect to select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER